



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of March 10, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Assistant Manager Parking Systems – Exam #21399/\$75,326.00 - \$82, 311 annually

This position leads and oversees the daily operations and staff of the assigned municipal parking system business unit, direct and perform analysis and reporting of utilization and financial data, and manage all third-party contractual relationships. There are three (3) parking business units: Off-Street Parking, On-Street Parking and Impound Lot/Towing and they work as a collaborative team lead by the Parking Systems Manager. Currently, there are two (2) vacancies that exist: *** The On-Street Parking area manages all curb side facilities including 7,400 parking meters, signed parking, loading zones, bicycle parking, transit stops, etc. *** The Off-Street Parking area includes 17 parking ramps and 7 lots, encompassing over 24,500 off-street parking spaces. The Assistant Manager for the Off-Street Parking area will include a transition period with the current incumbent. Bachelor's Degree in Civil Engineering, Accounting, Business Administration, Public Administration or a related field – and Five (5) years of relevant professional experience with some supervisory or management experience. An equivalent combination of education and experience may be considered. **Applications accepted through March 28, 2014.**

Foreman, Electrician (Master) - Exam# 21384/hourly salary \$38.64 - \$40.93

The Public Works Administration Division is looking for an experienced Foreman Electrician (Master) to supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. **Qualifications:** High School Diploma or equivalent. Three years' experience as a Master Electrician. Minnesota Class A Master Electrician's License. Designation as Responsible Master Electrician for the Division of Water Treatment & Distribution Services within the Minneapolis Department of Public Works filed with State of Minnesota (within 30 days of hire). Valid Driver's License. Background check/drug and alcohol testing. **Applications accepted through Tuesday March 18, 2014.**

Manager Special Projects & Business Support -Job Opening #21382/Salary \$84,469 - \$93,394

This position is responsible for business planning, assess management, budget development and oversight of professional staff engaged in providing technical support and business information services support to the Water Treatment & Distribution Services Division of the Public Works department. **QUALIFICATIONS:** Bachelor's Degree in, Public Administration, Economics, Business Administration, Accounting or equivalent. Six years of related experience performing progressively responsible professional managerial duties. An equivalent combination of education and experience may be considered. **Applications accepted through March 21, 2014.**

Office Support Specialist II – Exam #21401 / Hourly Salary \$16.36 up to \$22.81

***This is a part-time position.** Provide part-time clerical and administrative support for the UCare Skyway Senior Center (USSC) on scheduled days/times, and assist the Coordinator with day-to-day operations. The USSC is a drop-in senior center located on the skyway in downtown Minneapolis that provides a safe, accessible place for people age 50 and over to socialize, take classes, exercise, and connect to community resources. This position will be 20 hours per week with varying hours and flexibility between 9am-3pm. **Qualifications: Required Education:** High School Diploma or equivalent. **Required Experience:** Two years of experience as an Office Support Specialist I or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, March 10, 2014.**

The City of Minneapolis is an Equal Opportunity Employer

PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications: Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit www.minneapolismn.gov. **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

Senior Applications Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications: Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616*Market adjustment may apply

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications: Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. ***Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQR, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

Senior Applications Analyst – IT Security Analyst – Exam #21407 / Annual Salary: \$64,386 up to \$88,616

Function as the key person supporting the information technology security program, taking responsibility for system administration, configuration, maintenance, support, testing and documentation. Develop and administer security awareness and education. Draft and maintain policy, procedures and standards library. Function as lead worker over other IT staff assigned to information technology security support activities, scheduling assigning and reviewing work product. **Qualifications: Required Education:** Bachelor's Degree in Management Information Systems, Software Engineering or equivalent. **Required Experience:** Six (6) years experiences in a software development, IT project management, IT systems/business analysis or application support and maintenance role in the Information Technology department of a mid-to-large enterprise. **Equivalency:** An equivalent combination of related education/experience may be considered. **Resume: REQUIRED.** You must submit your resume along with the required, official City application. Without an official City of Minneapolis application, your application will be deemed as incomplete. **Applications accepted through Wednesday, March 19, 2014.**

Senior Project Coordinator (CPED) – Exam #21408 / Annual Salary \$65,059 up to \$82,212

The City of Minneapolis seeks a housing development professional to coordinate the financing and development of housing development projects in Minneapolis. This staff position is also responsible for managing assigned housing development projects, various public financing programs, assisting with private investment in the development and presenting all aspects of the project to the various stakeholders, including applicable City Council Committees. **Education-** Bachelor's Degree in business administration, political science, public administration, economics, real estate, urban planning or a related field. **Experience-** Five or more years of housing development, real estate development, or community development experience, or equivalent. An equivalent combination of related education and experience may be considered. Applicants with Housing Finance Professional I certification from the National Development Council or comparable housing development certification are preferred.

To review a complete job announcement and to apply online visit www.minneapolismn.gov. **Applications accepted through Monday March 24, 2014.**

Senior Public Health Researcher- Epidemiologist- Exam #21397 Salary: \$56,024-\$77,387

The Regulatory Services Division is seeking for a Senior Public Health Researcher-Epidemiologist. The purpose of the position is to develop and maintain databases, conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. Minimum qualifications: Education- Master's degree in biostatistics, epidemiology, statistics, health geography, or closely related field. Experience- two years of experience in public health research or surveillance including data management and analysis, a closely related field, or relevant community experience.

Applications accepted through Thursday, March 20, 2014.

Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

CITY EMPLOYEES ONLY

Commercial Meter Service Worker – Exam #21367/Salary \$19.88 - \$25.40 hourly/Promotional – City Council Departments

To provide "one stop" customer meter service for large consumption accounts in the installation, testing, repair and maintenance of high volume revenue producing large or compound meters and telephone or radio controlled AMR systems. **Qualifications:** High School Diploma or equivalent. One (1) year of experience performing duties similar to the job duties of this position. Please visit the City's website at www.minneapolismn.gov to view the complete job posting. Must possess and continue to maintain a valid Driver's License. **Applications accepted through March 21, 2014.**

District Fire Chief – Exam 21391/Salary Bi-weekly \$3,199 up to \$3,472

This position is the mid-level supervisor who manages and supervises a Fire District, taking responsibility for assigned stations and personnel, under dangerous, close, and stressful working conditions. **REQUIREMENTS:** Current, permanent member of the Minneapolis Fire Department with at least five years' experience as a Fire Captain. A two year college degree in Fire Science, Fire Administration, and/or Business Administration is preferred. Applications accepted through March 28, 2014

District Supervisor – Construction Code Services Exam #21362

The Community Planning and Economic Development – Construction Code Services division is looking for a District Supervisor. The Supervisor will supervise the geographic district construction inspection activities by planning, directing and evaluating the work of the building, mechanical, elevator, plumbing, senior and lead inspectors to assure efficient, cost-effective and consistent construction inspection services. **Qualifications:** Education- Bachelor's Degree in Public or Business Administration, Construction Management or closely related field. Experience- Five years of experience in construction code enforcement, building design and/or construction, including at least three years of progressively responsible supervisory or managerial experience. Certificates/Licenses- Must possess and maintain a valid driver's license while employed in this position. Passing probation is contingent upon the incumbent obtaining/maintaining certification by the International Code Council (ICC) and as a State of Minnesota Certified Building Official. An equivalent combination of related education and experience will be considered. For a complete job announcement and to apply online please visit www.minneapolismn.gov/jobs. **Open for applications through Thursday March 13, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer

